

NOTICE OF CAREER OPPORTUNITY

United States District Court Eastern District of Missouri



Posting Date:	September 24, 2020
Vacancy Number:	IST-920
Position Title:	Temporary Part-Time to Full-Time Information Systems Technician (20-40 hours per week)- One year and a day appointment
Position Location:	St. Louis, MO
Starting Salary:	CL 24 \$38,860 - \$48,601 (rates are based on full-time hours)
Closing Date:	Open until filled - applications will be considered as they are received.

Position Summary

The Eastern District of Missouri is looking for a motivated professional who is interested in a part time career opportunity with the United States District Court. The Information Systems Technician is located in the Clerk's office and provides technical support and assistance to the judges and staff of the District Court, Probation and Pretrial Services offices. This position performs routine to moderately complex installation and troubleshooting for hardware and software systems.

Position Duties and Responsibilities

- Respond to help desk calls and e-mails, log computer problems and assist with routine problems.
- Provide information and assistance to users on applications such as word processing and data entry.
- Install or assist in the installation of upgrades or new off-the shelf/desktop releases.
- Set up, configure, install, and document hardware and software.
- Troubleshoot hardware and software problems.
- Perform basic support for telephone systems, such as additions, deletions, and moves.
- Provide support for mobile computing devices and remote access.
- Create and run reports.
- Perform inventory control duties.
- Prepare and maintain documentation and checklists for end users and other technicians.
- Analyze help desk logs.
- Recommend hardware, equipment, and software updates.
- Provide related duties, as assigned.

Job Requirements and Qualifications

The successful candidate must be a high school graduate and have at least one year of specialized experience. A bachelor's degree in an IT related field is preferred. Specialized experience is defined as progressively responsible technical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Desired Skills:

- Ability to work as part of a team.
- Good technical, troubleshooting, and communication skills.
- Ability to work in a changing work environment with frequent interruptions.
- Knowledge of theories, principles, practices, deployment, and troubleshooting techniques of information technology systems hardware and software.
- Ability to analyze, research, evaluate, and determine automation needs and make recommendations to the management team.
- Good understanding of latest available electronic technology, hardware and software programs. Knowledge of telephone and wireless systems. Knowledge of custom off-the-shelf computer hardware and software programs. Knowledge of computer processes and capabilities, including a general understanding of records management systems.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Detail oriented and the ability to effectively follow inventory control policies and procedures.

Compensation

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 24, applicants must have one year of specialized experience equivalent to work at the CL 23 level. Specialized experience is as defined above.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

10 Paid holidays
13 Sick days per year accrued
13 Paid Vacation days for less than 3 years of service
20 Paid Vacation days for 3 to 15 years of service
26 paid Vacation days 15 or more years of service
Family Medical Leave Act Provisions

Health Insurance Benefits (variety of plans)
Life Insurance
Long Term Care Insurance
Flexible Benefits
Federal Employee Retirement Plan
Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Eastern District of Missouri
Attn: Ashley Eiland (IST-920) Room 3.300
111 South 10th Street
St. Louis, MO 63102
MOED_Employment@moed.uscourts.gov

Incomplete application materials may not be considered. Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer